

Appendix III

Example of OSH Regular Report

Company	
Project Name	

Description	Last Month	This Month	Cumulative
No. of Employees			
Total Man Hours Works			

1. Active Indicators	Last Month Total	This Month	Total To Date
1.1 No of HIRARC			
1.2 HIRARC Review			
1.3 Number of OSH Meetings			
1.4 Number of Work Place Safety Inspections			
1.5 OSH Audits			
1.6 Number of Management Safety Walkabout			
1.7 No. of Safety Observation Reports			
1.8 Tool Box Meetings			
1.9 Emergency Response Drills			
1.10 OSH Training			
1.11 Inductions / OSH Orientation			
1.12 Drug & Alcohol Test			

2. Reactive Indicators	Last Month Total	This Month	Total To Date
2.1 Incidents			
2.2 Fatality			
2.3 Permanent Disabilities			
2.4 Non Permanent Disabilites			
2.5 Lost Time Injury (LTI)			
2.6 Medical Treatment Injuries			
2.7 First Aid			
2.8 Near Miss			
2.9 Unsafe Act			
2.10 Unsafe Condition			
2.11 Property Damage			
2.12 Emergency Response Incidents			

3. Action to be taken by employer to comply OSHA/FMA & Regulations.

4. Method to establish and maintain safety & health working condition.

5. Accident / Incident occurred at workplace.

Note: Please provide brief report , status and attach pictures and supporting documents

6. List of machinery, plant, equipment, process which have potential to cause injury.

7. List of machinery, plant, equipment, appliance or PPE required to minimized risk.

8. Recommendation to the structure or layout of workplace to improve safety & health.

9. Safety promotion activities.

10. Outstanding matter arising from previous report.

11. Others matters related to the safety & health of person working in the workplace.

12. Plan for next month.

Prepared / Reported by :		Verified / Approved by :	
Name		Name	
Position		Position	
Date / Time		Date / Time	

Note: Please attach Pictures